

STATEMENT OF SAFETY ORGANISATION

INTRODUCTION

As Head, I am responsible for the health, safety and welfare of staff, pupils and visitors to the school and in respect of all activities carried on both on the school premises and off school premises where these are arranged under the auspices of the school. I am also responsible for ensuring that the requirements of the GDST health and safety policy are implemented at the school. Appendix 1 GDST Policy Statement October 2018.

My responsibilities are as follows. Some of these responsibilities I have delegated in writing and this document describes these and also describes the advisory arrangements within the school.

1. To ensure that:
 - 1.1. area, activity, hazard specific (e.g. fire) and person specific (e.g. employee pregnancy) risk assessments are completed and regularly reviewed, and significant information arising from the risk assessments is provided to those affected;
 - 1.2. all working practices and procedures are safe and in compliance with Trust guidance and any relevant codes of practice;
 - 1.3. all staff, pupils and visitors are appropriately and adequately instructed and/or trained in safe procedures and working practices;
 - 1.4. departmental health and safety self-evaluation forms are completed annually and action plans are produced to address significant risks.
2. To inform the school's Health and Safety Co-ordinator and the relevant departments at Trust Office of any special or newly identified risks or new risks about to be introduced.
3. To keep a record of all accidents, incidents and fires; to investigate all serious accidents, incidents and fires and report them to the relevant departments at Trust Office.
4. To ensure that the school's health and safety baseline risk register is updated annually and an action plan is produced to address significant risks.
5. To appoint a school nurse and qualified first aiders and to have first aid equipment and facilities checked regularly.
6. To undertake the duties of 'The Responsible Person' as laid down in the Regulatory Reform (Fire Safety) Order 2005. This includes
 - 6.1. ensuring that adequate fire fighting equipment and appliances are provided and ensuring that prompt action is taken to remedy deficiencies.
 - 6.2. ensuring that fire escape routes are kept clear of obstructions and ensuring that walls and doors along escape routes are maintained so as to be suitably fire resisting.
 - 6.3. testing fire detection and alarm systems regularly.
 - 6.4. holding fire drills at regular intervals.
7. To make sure that the conditions of any local authority licences are observed.
8. To ensure the safe disposal of hazardous wastes, in compliance with Trust procedures and statutory regulations.
9. To ensure, as far as possible, that preventative health measures are taken.
10. To post warning notices and signs that comply with the Health and Safety (Safety, Signs and Signals) Regulations 1996 where risks cannot be adequately controlled in other ways, or to indicate safe conditions and safety equipment.

2. DELEGATED EXECUTIVE RESPONSIBILITY

I am responsible directly for any area within the school (and off-site school premises) and any activity for which I have not specifically delegated responsibility below. When I have delegated responsibility below those persons have authority to enforce the Trust's Health & Safety Policy in the areas or in respect of the functions for which they are responsible. They must notify me and the School Health & Safety Co-ordinator of any new or special risks arising in their areas and also of any precautions that have to be taken to combat the hazard and they must report to me any breach of safety regulations.

Where persons with delegated responsibility are absent for long periods, adequate substitution must be made in writing with copies to me and such employees and other persons as may be affected.

Heads of Department

Every Head of Department is responsible for ensuring, as far as is reasonably practicable, the safety of staff, pupils and other persons in their department. In particular, the responsibilities listed in sections 1, above [sections a, b, g, h, i, j] are delegated to Heads of Department for their departments. See the Staff Handbook for a list of heads of departments, their rooms and telephone numbers and the departments for which they are responsible.

3. ADVISORY RESPONSIBILITY FOR SAFETY

The Trust has appointed a Health & Safety Manager and two Health & Safety Advisers to advise Heads and staff on health and safety matters. In addition I have appointed the following people to advise me on matters of safety within the school. If their advice is not taken by any member of the school, they should inform me and if necessary, the Chief Executive Officer of the Trust. Exceptionally, if they discover anything dangerous which requires immediate action, they are authorised to take the necessary action and inform me subsequently.

Health & Safety Co-ordinator

Jeremy Dunn ext 24004 (Deputy Steve Evans ext 24007) is responsible for advising me on how health and safety is being managed in the school. In addition, he is responsible for:

1. Ensuring that:
 - 1.1. Heads of Departments monitor standards of safety in their departments, and undertake appropriate remedial action if shortcomings are identified
 - 1.2. Heads of Departments implement the Trust's arrangements for Health and Safety (contained in Oracle, Circulars, and other communications from Trust Office) including:
 - 1.2.1. The completion and regular review of risk assessments for areas (e.g. classrooms), activity (e.g. educational visits or drama productions) and hazard specific risk assessments (e.g. manual handling, use of DSE and employee pregnancy);
 - 1.2.2. Taking appropriate action where significant risks are identified;
 - 1.2.3. Identifying health and safety training needs and arranging appropriate training;
 - 1.3. Heads of Departments advise and inform the Head, through the Health and Safety Coordinator, of:
 - 1.3.1. The measures needed to carry out work safely if deficiencies are identified;
 - 1.3.2. Any breaches of health and safety regulations;
 - 1.3.3. If any new or special risks are about to be introduced into the school;

2. Co-ordinating the :
 - 2.1. Annual review of the school's baseline risk assessments, health and safety baseline risk register and action plan, and submitting to the Trust health and safety team when requested;
 - 2.2. Annual completion of the departmental health and safety self- evaluation forms and action plans, and submitting to the Trust health and safety team when requested.
3. In conjunction with the relevant Head of Department:
 - 3.1. Investigating all serious accidents, incidents, dangerous occurrences, and significant 'near misses' and ensuring appropriate remedial action is taken; and ensuring they are recorded on the RIVO safeguard incident recording system;
 - 3.2. Investigating complaints/concerns by employees regarding health, safety and welfare matters and ensuring appropriate remedial action is taken;
 - 3.3. Reporting 'notifiable dangerous occurrences' to the HSE within the required timescales.
4. Disseminating safety advice given by GDST H&S Advisers, specialist advisers or enforcement officers to the appropriate Heads of Department in order that they can take appropriate actions;
5. In liaison with the Head (as only the Head will know about a member of staff's non-visible disabilities unless they personally alert people to their condition) completing Risk Assessments for members of staff with special needs or disabilities and ensuring that relevant information is cascaded to the relevant people and departments, e.g. Surveyor (if physical adaptations are required to the building), first aiders (in case emergency assistance is required), Caretaker (if ramps, etc. are required), ICT (if specialist ICT equipment is required) in order that appropriate action can be taken
6. Liaising with the Trust H&S Advisers and Surveyors on matters where advice or assistance is required, or information is requested by the Trust

Fire Drill Officer

Katrina Handford-Smith, Deputy Head is responsible for advising me on all matters relating to fire drills. She is also responsible for:

1. Coordinating termly fire evacuation drills from all school buildings (including remote sites such as sports pavilions) and ensuring that any areas where improvements could be made are highlighted immediately and suitable remedial action implemented;
2. Upon the completion of a fire evacuation drill, advising the staff when they, the pupils and any visitors or contractors may re-enter the buildings;
3. Keeping records of all fire evacuations or drills including date, time of the evacuation, time taken to evacuate the buildings and time taken to complete a full roll-call, as well as any problems encountered;
4. Reporting the findings of all fire evacuations and drills, particularly any problems and remedial measures to the school's H&S Committee;
5. Ensuring that all staff are briefed on the fire evacuation procedures when they join the school, and receive refresher training at regular intervals;
6. Assisting in the completion of the school's Fire Safety Risk Assessment.
7. The Fire Drill Officer will attend such training as is identified and provided for him/her to perform his/her duties in this role.

Fire Marshalls

The persons named below are the appointed Fire Marshalls', with responsibility for their designated areas:

Deputy Head: Katrina Handford-Smith – co-ordination on all-weather courts (teaching staff)

Office Manager: Linda Anstey - co-ordination on all-weather courts (support staff)

Caretakers: Kevin Sheehan and/or Pete Chappell – fire panel & Arboretum Street

Head Chef: Sandra North/ Rebecca Collis/ Sharon North – Main kitchen

Food Service Supervisor: Sharon Needham -dining hall

Porter: Windell Barrett - domestic staff time cards

Premises: John Silver - Music & Balmoral entrances to the campus

Emergency Evacuation Co-ordinator

Steve Evans, Operations Manager, has with special responsibility for aspects of fire safety specifically allocated:

- Documenting and updating the school's 'Fire Safety Policy' and 'Emergency Action Plan';
- Updating the school's 'Fire Risk Assessment' and 'Action Plan' as tasks are completed;
- Documenting 'Personal Emergency Evacuation Plans' (PEEPs) for relevant staff;
- Training staff in fire safety procedures;
- Putting in place and regularly monitoring that fire safety procedures are in place and working. This will include checking:
 - Escape routes – kept clear, not obstructed, clear of combustible items,
 - Fire doors – not damaged, fit/close correctly, not wedged/hooded open, will open easily
 - Alarm activated door closers – ensure they activate when alarm sounds
 - Fire fighting equipment, e.g. extinguishers and fire blankets – in place, not damaged, appropriate to the area, serviced in last 12 months
 - Fire alarm systems – daily check of fire alarm panels, alarm systems serviced and tested quarterly by engineer, call points and detector heads not damaged/covered/obstructed, call points tested weekly so that each individual call point is tested at least once a quarter,
 - Emergency lighting - serviced and tested quarterly by engineer, not damaged / covered / obstructed, each light tested for functionality at least once a month
 - Fire signage – in place on all exit routes and by each extinguisher, not damaged / covered / obstructed]

Jeremy Dunn (deputy: Steve Evans) is responsible for advising me on all matters relating to emergency evacuation. They are also responsible for:

1. Carrying out a threat assessment for the school.
2. Devising a 'Threat Plan' which covers:
 - 2.1. Plans for continued checking and vigilance for the school
 - 2.2. An evacuation procedure
 - 2.3. A procedure for search and re-entry
 - 2.4. Details of the local Police CPO and CPD and records of advice given
 - 2.5. Details of the Emergency Evacuation Co-ordinator and Deputy Emergency Evacuation Co-ordinator and of appropriate staff and pupil training

3. In the event of an emergency evacuating the premises and at the appropriate time making the decision to re-occupy.

Electrical Safety Supervisor

Jeremy Dunn (deputy: Steve Evans) is responsible for advising me on all matters relating to electrical safety.

He is also responsible for overseeing arrangements for portable electrical equipment testing, for ensuring that the fixed wiring test is carried out every 5 years and for ensuring that comprehensive records of portable electrical equipment are maintained.

School Nurse

Brenda Williams is responsible for advising me on matters relating to first aid and the arrangements made by the school to meet the requirements set out in the First Aid, Accident Reporting and Pupil Medical Procedures sections on GDST Hub's Health and Safety section.

Radiation Protection Supervisor

Colin Aspley (Head of Physics) is responsible for advising me on matters relating to radiation safety and liaising with the Radiation Protection Officer at Trust Office, and the GDST's Radiation Protection Adviser, who are responsible for advising on all aspects of radiation safety.

Radiation Officer is Craig Nicholls (GDST Trust Health and Safety Adviser).

Email c.nicholls@wes.gdst.net

Tel 07850 270735

Post The Girls' Day School Trust, 100 Rochester Row, London, SW1P 1JP

Radiation Protection Adviser Melanie Baylis CLEAPSS

Email melanie.baylis@ge.com

Tel 01895 251496

Post C/O CLEAPSS, The Gardiner Building, Brunel Science Park, Kingston Lane, Uxbridge, UB8 3PQ.

Educational Visits Co-ordinator

Katrina Hansford-Smith is responsible for advising me on matters relating to educational visits and ensuring that all staff organising school visits are competent, plan properly and conduct appropriate risk assessments in accordance with the advice in the Educational Visits section of Oracle.

Educational Visits Adviser is Peter Cornall

Email p.cornall@wes.gdst.net

Tel 07850 270734

Post The Girls' Day School Trust, 100 Rochester Row, London, SW1P 1JP

DDA Coordinator

Jeremy Dunn ext 24004 is responsible for advising me on matters relating to and ensuring that progress with the school's Accessibility Plan is monitored and reviewed in accordance with the guidance in the 'Disability Discrimination Accessibility Strategy' section of H&S Oracle.

4. OTHER FUNCTIONS

Display Screen Assessor

Dan Clarke, IT Technician is responsible for undertaking assessments on display screen equipment (DSE) users' workstations and ensuring that any necessary remedial actions are completed.

Personal protective equipment (PPE)

PPE needed in this school can be obtained from Steve Evans.

Qualified First Aiders

Junior School Staff

NAME	COURSE ATTENDED	EXPIRY DATE	CERTIFICATE
SLT			
LAURA FOWLER	3 DAY AT WORK COURSE	31/01/2020	✓
TEACHING STAFF/EYFS			
CAROLINE MYERS	12 hr PAEDIATRIC COURSE	27/06/2019	✓
KATE BAILEY	12 hr PAEDIATRIC COURSE	29/09/2019	✓
OLIVIA WILDT	12 hr PAEDIATRIC COURSE	30/01/2020	✓
NICOLA BROWN	12 hr PAEDIATRIC COURSE	13/03/2021	✓
EMMA DUCE	12 HOUR PEDIATRIC COURSE	24/01/2021	✓
SUPPORT STAFF			
BRENDA WILLIAMS	3 DAY AT WORK COURSE	07/07/2019	✓
LESLEY SAIL	12 HOUR PEDIATRIC COURSE	08/01/2021	✓
EMERGENCY FIRST AID	APPOINTED PERSONS		
TEACHING STAFF			
SALLY BRAUD	1 DAY APPOINTED PERSON	27/06/2020	✓
JULIE CRAWSHAW	1 DAY APPOINTED PERSON	27/06/2020	✓
MARK COX	1 DAY APPOINTED PERSON	25/01/2021	✓
KATE BAILEY	1 DAY APPOINTED PERSON	04/09/2021	✓
PETER ELKINGTON	1 DAY APPOINTED PERSON	04/09/2021	✓
AMANDA EGGINGTON	1 DAY APPOINTED PERSON	04/09/2021	✓
JEMMA PRICE	1 DAY APPOINTED PERSON	04/09/2021	✓
SAM COOPER	1 DAY APPOINTED PERSON	04/09/2021	✓

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HANNAH WOOD	1 DAY APPOINTED PERSON	04/09/2021	✓
DEBBIE BAKER	1 DAY APPOINTED PERSON	04/09/2021	✓
MARJORIE GRIFFITHS	1 DAY APPOINTED PERSON	04/09/2021	✓

Junior School SUPPORT STAFF			
Kath Humphreys	Emergency first aid at work	23/04/2020	✓
Patricia Anderson	1 DAY APPOINTED PERSON	09/07/2021	✓
Megan Taylor	1 DAY APPOINTED PERSON	09/07/2021	✓
Louise George	1 DAY APPOINTED PERSON	04/09/2021	✓
Amanda James	1 DAY APPOINTED PERSON	04/09/2021	✓
Jo Simmonds	1 DAY APPOINTED PERSON	04/09/2021	✓

Senior School Staff

NAME	COURSE ATTENDED	EXPIRY	CERTIFICATE
3 DAY APPOINTED PERSON COURSE			
SLT			
LAURA FOWLER	3 DAY AT WORK	31/01/2020	✓
SUPPORT STAFF			
Steve Evans	3 DAY AT WORK	14/05/2021	✓
Brenda Williams	3 DAY AT WORK	07/07/2019	✓
Richard Warriner	3 DAY AT WORK	01/10/2021	✓
Sally Timpson	3 DAY AT WORK	01/02/2021	✓
Jen Lynn	WILDERNESS FIRST AID	14/02/2019	✓
Jacquie Riley	WILDERNESS FIRST AID	15/02/2020	✓
Nicola McLaren	12hr Paediatric First Aid	09/05/2020	✓
TEACHING STAFF			
Katrina Handford-Smith	1 DAY- APPOINTED PERSON	18/06/2018	✓
Mark Denyer	1 DAY- APPOINTED PERSON	18/06/2018	✓
Julie Abbott	1 DAY- APPOINTED PERSON	20/06/2019	✓
Ian Martin	1 DAY- APPOINTED PERSON	20/06/2019	✓
Carly Whitehead	1 DAY- APPOINTED PERSON	20/06/2019	✓
Michael Tracey	1 DAY- APPOINTED PERSON	20/06/2019	✓
Mark Rolfe	1-DAY APPOINTED PERSON	20/06/2019	✓

Tim Ellis	1-DAY APPOINTED PERSON	20/06/2019	✓
Louise Holmes	1-DAY APPOINTED PERSON	20/06/2019	✓
Kate Jephson	1-DAY APPOINTED PERSON	20/06/2019	✓
Shelley Summers	1 DAY- APPOINTED PERSON	27/06/2020	✓
Sam Fruin	1 DAY- APPOINTED PERSON	27/06/2020	✓
Colin Aspley	1 DAY- APPOINTED PERSON	27/06/2020	✓
Gemma Harris	1 DAY- APPOINTED PERSON	27/06/2020	✓
Wendy Taylor	1 DAY- APPOINTED PERSON	27/06/2020	✓
Chris Nicklin	1 DAY- APPOINTED PERSON	27/06/2020	✓
Alison Henshaw	1 DAY- APPOINTED PERSON	27/06/2020	✓
Erin Skelton	1 DAY- APPOINTED PERSON	25/01/2021	✓
Mike Sekowski	1 DAY- APPOINTED PERSON	25/01/2021	✓
Laura Morley	1 DAY- APPOINTED PERSON	25/01/2021	✓
Alex Hall	1 DAY- APPOINTED PERSON	25/01/2021	✓
Cath Pilling	1 DAY- APPOINTED PERSON	25/01/2021	✓
Natasha Oakley	1-DAY APPOINTED PERSON	25/01/2021	✓
Rebecca Connick	1-DAY APPOINTED PERSON	25/01/2021	✓
Sarah Stoppard	1 DAY- APPOINTED PERSON	<u>09/07/2021</u>	✓
James Brown	1 DAY- APPOINTED PERSON	<u>09/07/2021</u>	✓
Chris Swales	1 DAY- APPOINTED PERSON	<u>09/07/2021</u>	✓
Emma Furness	1 DAY- APPOINTED PERSON	<u>09/07/2021</u>	✓
SUPPORT STAFF			
Sandra North	1 DAY- APPOINTED PERSON	20/06/2019	✓
Peter Chappell	3 DAY AT WORK	31/01/2020	✓
Jeremy Hind	1 DAY- APPOINTED PERSON	27/06/2020	✓
Sharon Needham	1 DAY- APPOINTED PERSON	27/06/2020	✓

Susie Bulling	1-DAY APPOINTED PERSON	27/06/2020	✓
Natalie Chappell	1 DAY- APPOINTED PERSON	27/06/2020	✓
Linda Anstey	1 DAY- APPOINTED PERSON	25/01/2021	✓
Kevin Sheehan	1 DAY- APPOINTED PERSON	25/01/2021	✓
John Silver	1 DAY- APPOINTED PERSON	25/01/2021	✓
Windell Barrett	1 DAY- APPOINTED PERSON	25/01/2021	✓
Colin Oates	1 DAY- APPOINTED PERSON	25/01/2021	✓
Patricia Anderson	1 DAY- APPOINTED PERSON	09/07/2021	✓
Rachel Whitty	1 DAY- APPOINTED PERSON	09/07/2021	✓
Jane Carlyon	1 DAY- APPOINTED PERSON	09/07/2021	✓
Megan Taylor	1 DAY- APPOINTED PERSON	09/07/2021	✓
Jilly Quine	1 DAY- APPOINTED PERSON	09/07/2021	✓
Hayley Anderson	1 DAY- APPOINTED PERSON	09/07/2021	✓
Agneiszka Wludyka	1 DAY- APPOINTED PERSON	09/07/2021	✓
Vicky Ling	1 DAY- APPOINTED PERSON	09/07/2021	✓

Accident reporting

All accidents should be reported immediately to the following for processing onto RIVO:-

Brenda Williams - School Nurse for all pupils and teaching staff
Pat Anderson – Junior School
Steve Evans - Support staff and contractors
Alex Hall – Head of PE
Jeremy Hind - DT department

All **dangerous occurrences** or **near misses** should be reported to:

As above

The following person is responsible for reporting serious accidents and dangerous occurrences to the Health and Safety Executive:

Brenda Williams - School Nurse
Steve Evans - Support staff and contractors

Drivers - minibus

The following members of staff are authorised to drive the school minibus or minibuses hired from authorised suppliers.

16 seat Mini Bus Drivers	
Julie Abbott	PE Teacher
Pat Anderson	Teaching Assistant
Colin Aspley	Head of Physics
Peter Chappell	Caretaker
Mark Cox	Junior School Teacher
Trevor Critchley	Chemistry Teacher
Peter Elkington	Deputy Head of Junior School
Steve Evans	Head of Operations
Emma Furness	Teacher - Second In English
Alex Hall	Director of Sport
Kate Jephson	PE Teacher
Jen Lynn	Head of Outdoor Learning
Richard MacFarlane	Faculty Head (Humanities)
Chris Nicklin	Director of Music
Jacquie Riley	Outdoor Learning Assistant
Mark Rolfe	Music Co-Ordinator
Kevin Sheehan	Caretaker
Francis Sparrow	Head of Computer Science

Staff able to drive the 9 Seater Vehicle

Sam Cooper	Junior School Teacher
Laura Fowler	Head of Junior School
Louise George	Teaching Assistant
Emily Lawson	Music Teacher
Gemma McDowell	Drama Teacher
Wendy Taylor	Maths Teacher
Carly Whitehead	Cover Supervisor

Drivers - other school vehicles, e.g. vans, tractors:

Steve Evans	Head of Operations
Kevin Sheehan	Caretaker
Pete Chappell	Caretaker
Windell Barrett	Porter
John Silver	Groundsman

5. INDIVIDUAL RESPONSIBILITY

All members of school staff and other persons entering the school's premises are responsible for exercising care in relation to themselves and others who may be affected by their actions. All employees must comply with health and safety procedure provided by the Trust and/or the school and must not interfere with anything provided in the interests of health and safety. Those in charge

of visitors should ensure, where appropriate, that the visitors obey the safety rules of the departments and are aware of whom to approach for advice.

YOU MUST

1. Make sure that all work is carried out in a safe way and in accordance with the guidance in Oracle and any other relevant safety documents. If in doubt, always seek expert advice from those listed above.
2. Protect yourself and others by wearing issued safety equipment and by using any guards or safety devices provided.
3. Obey all instructions given by a responsible person in respect of health and safety.
4. Warn me and the Health & Safety Co-ordinator of any special or newly identified risks found in present procedures or any hazards about to be introduced by new work.
5. Offer any advice and suggestions that you think may improve health and safety.
6. Report all potentially dangerous incidents or accidents in accordance with the guidance in the Accident Reporting section in Oracle.
7. Familiarise yourself with the guidance in the GDST Health and Safety Handbook and procedures for:
 - fire fighting equipment, alarm points and escape routes;
 - action to take if someone requires first aid assistance;
 - Welfare of staff and students, allergies, asthma and epilepsy.

If in doubt about any process of the safety of equipment, consult your line manager or the Health and Safety Co-ordinator or if necessary, myself.

6. SPECIAL HAZARDS

The following present special or unusual hazards in this school. Risk assessments have been completed and are readily available in relevant departments and from the Health & Safety Co-ordinator.

- Chain saws, hedge trimmers – Coach House
- Pesticide sprays – Coach House
- Stage, Orchestra pit, Tension wire grid – the space

7. SOURCES OF INFORMATION

Information on possible hazards and risks in this school and their control can be found in the Health and Safety section on the GDST Hub. Technical advice may also be sought from the GDST Health & Safety team at Trust Office.

STAFF CONSULTATION AND SCHOOL HEALTH AND SAFETY COMMITTEE

In accordance with the guidance in the 'Safety Representatives and Safety Committees' section of Oracle, the school's Health and Safety Committee meets once a term and follows a standard agenda. The committee members are:

- Julie Keller Head - Chair
- Alex Hall Director of Sport
- Allan Barter Network Manager
- Jeremy Dunn Director of Finance and Operations
Health and Safety Coordinator
- Tim Ellis Head of DT
- Steve Evans Operations Manager
- Sam Fruin Head of Art
- Alison Henshaw ATL representative
- Katrina Handford-Smith Deputy Head
Educational Visits Coordinator
- Peter Cornall Trust H&S Advisor
- Natasha Oakley Head of Drama
- Rebecca Connick Head of Science
- Laura Fowler Head of Junior School
- Brenda Williams School Nurse
- Linda Anstey Office Manager - Minutes

Prior to each committee meeting heads of department or other nominated members of staff will consult with staff, raise any relevant issues at the meeting and report back to the staff.

Heads of department or other nominated members of staff may also consult with staff at other times, e.g. on changes in policy and procedure, raise any relevant issues with the relevant member of the committee and report back to staff.

Signature



Julie Keller
Headmistress

GDST

GIRLS' DAY SCHOOL TRUST

GDST Health & Safety Policy Statement

This policy applies to all GDST schools and to all phases: Senior, Junior and EYFS

The Council of The Girls' Day School Trust (GDST) ('the Council' and 'the Trust' respectively), and the Board of GDST (Enterprises) Ltd recognise and accept that under the Health & Safety at Work etc, Act 1974 ('the Act') and in particular The Management of Health and Safety at Work Regulations 1999 (as amended) they have legal responsibility to provide, so far as is reasonably practicable, for the health, safety and welfare of all their employees and also that they have certain duties towards pupils, the public, and people who from time to time use their premises.

It is the policy of the Council and the Board, through a risk management approach, to meet its responsibilities under the Act, Regulations and approved Codes of Practice, and all other regulatory requirements and it will therefore take appropriate steps to:

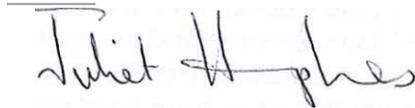
1. Provide and maintain, as far as is reasonably practicable, safe and healthy places of work; safe plant, equipment and machinery; safe systems and methods of work; safe methods of using, handling, storing and transporting articles and substances; and adequate facilities and arrangements for the welfare of all employees and pupils.
2. Provide all employees with the information, instruction, training and supervision that they require to perform tasks in a safe and capable manner and recognise and manage risk.
3. Develop risk awareness amongst all pupils so they are able to contribute to recognising and managing risk.
4. Provide and maintain a safe environment for all visitors to Trust schools, Trust Office and other Trust premises, bearing in mind that these visitors may not be aware of all the risks arising from their use of the Trust's facilities.
5. Manage risks to all employees, pupils and others (including the public) in so far as they come into contact with foreseeable work hazards and endeavour to prevent personal injury and ill health to all employees,

pupils and others.

6. Consult and co-operate with partners working with the Trust in delivering its services to ensure that foreseeable health, safety and welfare risks arising from such working are suitably and sufficiently managed.
7. Consult and communicate with employees on health and safety matters through the Executive Officers of the Trust, each school's Head, Health and Safety Coordinator and Health & Safety Committee, and with staff at Trust Office.
8. Continually improve the standards of health and safety in the Trust in line with good practice models by a regime of training, provision of guidance, reviews and audits.
9. Ensure that the detailed procedures and guidance for implementing the aims of this Policy Statement are publicised, made available to all Trust employees and can be used as a practical working document.
10. Keep this Policy Statement and the detailed health and safety procedures and guidance on the Health and Safety section of the Hub under regular review in line with changing safety practices and current legislation.

The Trust is determined that good standards of health, safety, welfare and risk management are achieved in all its schools. The Trust requires all schools to implement a 'Health & Safety Improvement Plan' with the guidance and support of the Trust's H&S Advisers and attain the recommended standards set out in the 'Health and Safety' section of the Hub.

Signed:



Juliet Humphries (Chair of the

GDST Council) Date: 3 October 2018